

FILED :

*Reports
TO (weekly)*

RECORDS SERVICES DIVISION

Chief, Management Staff

29 April 1954

Chief, Records Management Division

Weekly Report - Week ending 28 April 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 21 April 1954 Projects in Process 20

This Week: Projects in Process 21

Added during week: 1
Completed during week: 0
Change I

PROJECT ADDED DURING WEEK

Disposition Planning - Security Office

Assist Area Records Officer in the preparation of a records control schedule including: (a) identification of records of continuing value as distinguished from those that are disposable, and (b) development of a master plan for keeping records moving out of high cost office space and filing equipment as rapidly as desirable.

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project approximately 75% complete.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

191 describable items, covering an estimated 1,165 feet of records, have been listed. Preliminary appraisals have been made. Project approximately 26% complete.

Project 4-78 - Records Management Survey, Office of General Counsel

No change from previous report. Project approximately 98% complete.

Project 4-79 - Records Management Survey, FBID

141 cu. ft. of inactive records have been removed from the Division. Project approximately 70% complete.

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Project 4-80 - Agency-wide Microphotography Survey

Proposed statistical tables to be obtained from the report have been prepared. Proposed questionnaire has been discussed with an Area Records Officer to determine applicability. Project approximately 7% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 85% complete.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records [redacted]

25X1

No change from previous report. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Schedules for the Office of the Director, DD/A and DD/I were reviewed and discussed with [redacted] [redacted] respectively, of the above Offices.

25X1

Review of the volume of deposits made by OCD for the use of other offices throughout the Agency was discussed with [redacted] OCD.

25X1

Project 4-84 - Vital Materials Microfilm Projects

Filming of Vital Materials in the Security Office began on Friday, 22 April 1954. Project approximately 20% complete.

Microfilming of the OCD/BR dossiers continues. Project approximately 28% complete.

Project 4-85 - FI Information Reports

Proofs of Forms 51-4AA Test and 51-4AA-1 Test have been approved and returned to the printer. Specifications have been written and procurement action was initiated for the combination record copy-offset master version of the report, Forms 51-4AA-3 Test and 51-4AA-4 Test. Request for yellow stripe run-off sheets was received and an attempt will be made to disapprove it and to substitute unprinted eye ease green paper. If this can be accomplished, from \$1,800 to \$2,000 per year can be saved. Project approximately 38% complete.

Project 4-86 - Forms Index

Changes and additions are being made as they occur. Cut-off date for reproduction of the Index is estimated to be some time during May. Project approximately 57% complete.

Project 4-91 - Review of Records Management Program, Logistics Office

- a. Correspondence Management - The review of reading files and card indexing of repetitive correspondence is continuing. Files of the Office of the Chief and Deputy Chief, and the Coordination and Requirements Staff, were analyzed this period.

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- b. Reports Management - The proposed program was discussed and concurred in by representatives of the Administrative Staff, Logistics Office, and the Management Staff. A program plan has been forwarded to the Administrative Staff for review preparatory to submitting it to the Chief of Logistics for approval.

Project approximately 23% complete.

Project 4-94 - Office of Comptroller Reports Management Program

No change from previous report. Project approximately 10% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project approximately 2½% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 5% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project approximately 25% complete.

Project 4-98 - Correspondence Handbook

Review of comments continues. Project approximately 75% complete.

Project 4-103 - Preparation of Final Type Copy by Forms Management Section

No change from previous report. Project approximately 10% complete.

General Information:

1. Vital Materials:

A representative of the National Security Council accompanied our representative to the Vital Materials Repository.

A proposed revision of the quarterly inventory of Vital Materials is being worked out which will reduce the time required to prepare the inventory and eliminate considerable difficulty now experienced in filing the inventory because of its bulk and odd size.

2. Forms Management:

The work load still continues to be relatively heavy with 34 requisitions for new, revised and reprinted forms received during the current period.

3. Records Center:

Tentative arrangements have been completed with Logistics Office to

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provide regular days for the pickup of inactive records from various offices throughout the Agency and their delivery to the Records Center.

The rate of accessioning continues at better than one per day. So far this calendar year, there have been 130 accessions.

Records were received during the week from the following offices:

Comptroller	10	cubic	feet
DD/P	252	"	"
OO	5	"	"
OCD	1	"	foot
Total	268	"	feet

Authorized disposal of 59 cubic feet of record material from the Office of the Comptroller.

Discussions were held with the [redacted] and the Agency architect relative to the construction of the new Records Center and the recruitment of personnel. Additional discussions were also held with a representative of the Security Office relative to special requirements needed for the protection of material stored in the Center.

25X1

25X1 [redacted]

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Report For Week Ending 27 April 1954
RECORDS CENTER BRANCH

Accessioning

25X1 The plan for securing two laborers, a truck, and a driver was implemented this week by [redacted] However, the intent of the memo to Logistics concerning the plan has not been interpreted in the manner desired by the Center. Mr. 25X1 [redacted] that the truck and men maybe used only for the movement of records and their shelving. The first load of records following this plan was moved into the Center last Friday. On Monday morning [redacted] called from 25X1 [redacted] 25X1 days for lining up the job we have to do. He suggested we do our moving on Tuesdays and Thursdays and that he be informed on each of these mornings as to whether or not we would need the men and truck that day. This plan has been accepted.

The rate of accessioning is continuing at a high rate. One hundred thirty-one Records Retirement Requests have been received to date, as compared to one hundred eighteen calendar days.

During this week the following accessions were received:

Comptroller	10 cubic feet
DD/P	252
CO	5
OCD	1
	<hr/> 268 cubic feet

Total accessions to date - 130.

Disposal

Fifty-nine cubic feet of record material from the Office of Comptroller was disposed of.

Reference

Unusual reference service was provided the Office of Comptroller. Because of the lack of overnight storage, they requested that one box of records be placed in the courier system each morning for delivery and return the same day. These boxes were part of a job marked "to be opened only by Comptroller's office." This service was provided to the satisfaction of all concerned.

General

Center personnel have been interviewed in regard to their personal feelings about the proposed move of the operation. The questions raised in these discussions will be reported on at a later date.

25X1 [redacted] visited the Center and agreed upon disposition of the SEC Records now being held. Four boxes of the records will be forwarded to [redacted] each Wednesday. 25X1 Eight boxes have already been sent to him.

25X1

25X1

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Report for Week Ending 28 April 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

✓ Proofs of Forms 51-4AA Test and 51-4AA-1 Test have been approved and returned to the printer. Specifications have been written and procurement action was initiated for the combination record copy-offset master version of the report, Forms 51-4AA-3 Test and 51-4AA-4 Test. Request for yellow-stripe run-off sheets was received and an attempt will be made to disapprove it and to substitute unprinted eye ease green paper. If this can be accomplished from \$1,800 - 2000 per year can be saved.

✓ Project 4-86 Forms Index

All corrected data has been turned over to MRD including an additional 24 CA Forms used by Personnel. Technical difficulties have been resolved with MRD, RCS and I.O/P&RD. Changes and additions will continue to be sent to MRD for inclusion in the index until a cut-off date sometime in May.

✓ Project 4-95 - Forms Management Handbook

No action this week.

✓ Project 4-103 - Preparation of Final-Type Copy by Forms Management Branch

No action this week.

Study of Stocked Forms Supply System

Agreement was concluded with [] eliminating necessity for submission of a Form 36-125 on new and revised specialty-type forms to be procured from commercial sources, provided detailed specifications and a covering memo are submitted. Supply Division will prepare the 36-125's.

25X1

OO Information Reports

No action this week.

25X1

[]
No change in status.

Standardization of Forms and Procedures, Class A Finance Offices

Finance has decided to utilize machine accounting methods to a greater extent, necessitating changes in several forms and their procedures. Exhibits and manuscript copy of the regulation have been pulled back from LO/P&RD for correction.

Air Raid Emergency Plan

The plan has been rewritten. Steps are being taken to rebuild the Warden Organization.

25X1

[REDACTED]

25X1

This regulation has been rewritten [REDACTED] copies have been furnished to [REDACTED] and all Branch Chiefs for study and discussion. Branch Chiefs will meet tomorrow to resolve the several versions of this regulation now available.

25X1

Summary of Individual Forms Actions

	No. of Requisitions	No. of Copies
New	8	6,800
Reprints	21	253,500
Revision	5	26,950
Total	<u>34</u>	<u>287,250</u>

Obsolete Forms 1

25X1

[REDACTED]

Report for Week Ending 28 April 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office

✓ a. Correspondence Management - The review of reading files and card indexing of repetitive correspondence is continuing. Files of the Office of the Chief and Deputy Chief and the Coordination and Requirements Staff were analyzed this period.

✓ b. Reports Management - The proposed program was discussed and concurred in by representatives of the Administrative Staff, LO, and the Management Staff. A program plan has been forwarded to the Administrative Staff for review preparatory to submitting it to the Chief of Logistics for approval.

✓ Project 4-94 - Office of the Comptroller Reports Management Program

No change from previous report. We are still awaiting comments on 25X1 the proposed program guide. [redacted] assured us approximately 7 April that they could be expected in the near future. Project is 10% complete.

✓ Project 4-98 - Correspondence Handbook

Comments on the Handbook have been received from all coordinating elements. The last of these, from the Inspector General's Office and the office of the DCI, conform generally to those received previously. Therefore, our former estimate that only 5% of the comments will require reconciliation still stands. Approximately one-third of the remaining 95% have been applied to revising the Handbook. Project is 75% complete.

General Information

25X1
Developed and submitted to [redacted] a proposed memorandum and form for conducting inventories of unanswered correspondence.

25X1

Management Branch

Report for Week Ending 28 April 1954 from
RECORDS DISPOSITION BRANCH

✓ Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

191 describable items covering an estimated 1165 feet of records have been listed. Preliminary appraisals have been made.

Foreign Document Division - (No number assigned)

101 describable items covering an estimated 621 feet of records have been listed. Preliminary appraisals have been made.

Audit - (No number assigned)

The disposition plan is essentially complete. Verbal agreements have been reached on disposition instructions for all items listed and described.

Security Office (New Project)

25 items covering an estimated 156 feet of records have been listed. Preliminary appraisals have been made.

Project 4-78 - Records Management Survey, Office of General Counsel

No change from last report.

Project 4-91 - Review of Records Management Program, Logistics
Office

No change from last report.

Project 4-97 - Records Disposition Handbook

No change from last report.

25X1



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Report for Week Ending 28 April 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

The development of a Medical Office Vital Materials Schedule is in process, and will be included with the over-all survey report. Project is approximately 75% complete.

25X1 At a meeting held with [] the question of reliance of the Medical Office on certain records of Personnel, Comptroller, OSI, General Counsel and Logistics Offices was discussed. It was pointed out that certain of these records are also vital to the respective offices and are available at the repository.

Further discussions are to be held between [] and the various divisional chiefs of the Medical Office that will result in a listing of vital needs of the Medical Office. 25X1

This list will be screened thoroughly to preclude possible duplication of deposits.

Project 4-79 - Records Management Survey, FBID

Installation of filing system is continuing and project is approximately 70% complete. — To date 141 feet of records have been removed from the Division either by transfer to the Records Center, returned to CIA Library or disposed of on the spot.

25X1



Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. — A list of the specific uses to be made of each item of information requested on the questionnaire has been prepared. Also one Area Records Officer familiar with microfilming operations has reviewed the questionnaire and indicated that he did not feel there would be any particular problem with respect to its completion by his office. The statistical tables, which will support the recommendations, made as a result of the survey, are now being developed.

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✓ Project 4-81 - Security Desk Trays

No change from previous report.

✓ Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - [] 25X1

Final Clearance from DD/P (and the IG) is still pending. Graphic Register/ORR is now preparing a cover for the manual. Project approximately 97% complete.

✓ Project 4-83 - Vital Materials Deposit Schedule for All Offices

A follow-up contact was made with the Office of the Director, the Deputy Director (Administration), and the Deputy Director (Intelligence) to determine if the representatives of these offices felt that any additional deposits of vital materials should be made. Following are the results:

25X1 Directors Office - [] stated that the matter had been taken up with Mr. Dulles. She believes that he will decide to limit deposits to the material presently being forwarded. Additional very sensitive material is maintained in Mr. Dulles's Office, but he feels it should not be duplicated and sent to the repository.

Deputy Director (Administration) - [] stated that he had 25X1 discussed the matter with Colonel White who agreed that the records should be reviewed and deposits made if necessary. After reviewing the records it was [] opinion that none 25X1 maintained in the immediate office of the DD/A should be considered vital. A memorandum to this effect will be forwarded for our files.

Deputy Director (Intelligence) - [] states that it has 25X1 been decided to deposit NSC policy papers as vital materials. These are the only records of the DD/I which they feel should be classified as such. Arrangements have been made for reproduction by autostat and deposit through the Executive Registry.

A draft of a proposed memorandum for circulation to the Assistant Directors and Chiefs of all offices was left with [] for 25X1 consideration and comments of OCD. The memorandum has an attached list of the series of documents included in the OCD film plan and requests an indication from each using office as to the vital nature of the library copy. The purpose of this memorandum is to determine if some limitation can be placed on the volume of deposits, and at the same time obtain a definite commitment as to the emergency requirements.

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4-84

Filming of Vital Materials in the Security Office began on Friday 22 April 1954. This project is 20% completed.

Microfilming of the OCD/BR dossiers continues. This project is 28% completed.

General Information

A representative of National Security Council visited the repository this week.

Fifteen cabinets for tabulating cards have been received, and will relieve the storage situation at the repository.

25X1

accompanied last weeks trip to the repository.

25X1

4-96

No Change